

ELECTRICAL AREA REPRESENTATIVE

KIND OF WORK

Field supervision of electrical work and administration of the Minnesota Electrical Act.

NATURE AND PURPOSE

An employee in this class is responsible for directing the electrical inspection and licensing enforcement programs of the Board of Electricity in an assigned area of the state. Responsibilities include scheduling, reviewing and approving the work of contract inspectors; interpreting requirements of the Minnesota Electrical Act to representatives of industry and government; and promoting safety standards in electrical construction practices. Work is performed independently and reviewed periodically through conferences and an analysis of results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assigns inspections to contract electrical inspectors.

Reviews condemnations recommended by inspectors and upholds or countermands them.

Files complaints against those in violation of the Electrical Act, and appears in court as a complaining witness for the state.

Plans and conducts seminars for inspectors, contractors, electricians and other representatives of the electrical industry to promote better understanding of the provisions and purpose of electrical laws and codes.

Reviews and assists in the development of electrical curriculums at Area Vocational Technical Schools.

Contacts contractors who fail to renew their licenses.

Supervises more complex inspections.

Assists in the selection and orientation of new inspectors.

Adjusts controversies arising between utility companies, contractors and inspectors.

Periodically assists in examining applicants for electrical licenses.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of the Minnesota Electrical Act.

Thorough knowledge of electrical safety standards and rules and regulations of the Board of Electricity.

Ability to:

Ability to read and interpret plans and specifications and conduct inspections of complex electrical installations.

Ability to work effectively with representatives of the electrical industry and government.

Ability to supervise and coordinate the work of others.

Ability to prepare comprehensive and concise written reports.

Est.: 1/27/70  
Ckd.: 8/92

T.C.: 1/30/85  
Former Title(s): Area Electrical  
Supervisor